DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Policy Development and Planning Bureau

DOCUMENTATION REPORT

Dahilayan Forest Park and Resort, Bukidnon
18-22 March 2019

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Executive Summary

Background Information

The provision of technical support and technical assistance to Offices, Local Government Units and other Stakeholders is one of the Key Result Areas of the Policy Development and Planning Bureau. Given the emerging developments on Social Welfare and Development, the conduct of annual conference for Planning Officers serve as venue to update, provide guidance and gather feedback and ideas from the Field Offices on changes and current challenges in the sphere of Planning and Reporting.

The Planning Conference, formerly called the PDPB Annual Strategic Management Conference-Workshop for Field Office Planning Officers, is an annual gathering of Planning Officers from the Central Office Policy Development and Planning Bureau and Field Offices.

The activity focuses on assessing the implementation of previous plans, identifying gains, gaps and solutions, developing new plans, adopting new approaches and strategies, and gaining new knowledge and information from each other, in-house experts.

Highlights of the Conference

A total of 52 participants composed of Planning Officers, Statisticians, HPMES focal persons from (32) DSWD Field Offices, (18) PDPB official and staff and (2) Execom members have attended the 2019 Planning Conference held at Dahilayan Forest Park and Resort, Bukidnon, Misamis Oriental on 18-22 March 2019.

Objectives

At the end of the 3 day- session, the participants are expected to:

1. Understand the features of the enhanced Social Protection Operational Framework
2. Appreciate the Department's involvement in the ASEAN
3. Understand and provide inputs on the Research and Evaluation Agenda
4. Provide feedback and recommendations on the implementation of the Harmonized Planning, Monitoring and Evaluation System (HPMES);
5. Recognize and learn from the Good Practices and Initiatives of Field Offices on planning, reporting monitoring and evaluation.
6. Provide guidance and directives on the issues, concerns, gaps and challenges raised along policy, planning, monitoring and evaluation.

Participants

Participants of the 2019 Planning Conference were Field Office (FO) Planning Officers and FO- HPMES Focal Persons.

Participants were grouped into four namely: matatag, matapang, palaban and tigasan. Below is the composition of each group:

GROUPS	MATATAG	PALABAN	MATAPANG	TIGASIN
Field Offices	I, II, III and CAR	IV-A, IV-B, V and NCR	VI, VII, VIII and IX	X, XI, XII and Caraga

Training Team and Secretariat

Headed by Ms. Marivic U. Vergara, OIC Division Chief for Planning and Monitoring Division along with her division staff and representatives from Research and Evaluation Division (RED), Governance and Roadmap Division (GRD) and Policy and External Affairs Division (PEAD).

The host team also created a secretariat for logistics concerns headed by Ms. Linda A. Canguit together with Ms. Evita T. Jungao and Ms. Loid Marie Murillo of DSWD FO-X.

DSWD Officials

The members of the DSWD Executive Committee (execom) and Management Committee (mancom) present in the 2019 Planning Conference:
- Undersecretary Luzviminda C. Ilagan, Policy and Plans
- Assistant Secretary Javier R. Jimenez, Policy and Plans
- OIC Regional Director Aldersey Dela Cruz, Field Office X
- OIC- ARD for Administration Manuel Borres, Field Office X
- OIC- ABD Hannah G. Carcido, PDPB

MAJOR AGREEMENTS REACHED DURING THE 2019 PLANNING CONFERENCE

Below is the summary of agreements reached during the 2019 Planning Conference:

ISSUES AND CONCERNS	AGREEMENTS/ RECOMMENDATIONS
Harmonized Planning, Monitoring and Evaluation System	
Retain the timeline for reportorial submission and minor modification of business process forms of the HPMES	PDPB will just issue a memo for the earlier submission of quarterly accomplishment reports for compliance to 2018 GAA provisions that reports must

ISSUES AND CONCERNS	AGREEMENTS/ RECOMMENDATIONS
	be submitted on the 15th of the month succeeding the quarter, pending the 2019 GAA. Recommendations are noted for the enhancement of the forms.
Modification and synchronization of HPMES Forms	Consider the following comments/ inputs in the enhancement of HPMES PMB on Rehabilitation of Clients and CRIMMS • Need for a clear definition of rehabilitation as against the indicated definition in the IDS. • Need to define the universe, i.e. should temporary custody clients be included? • Need to identify targets for clients expected to be rehabilitated for each year • Increase functionality of CRIMMS SB to change the target to ANA on the Accreditation of Service Providers ISSO to revise the Rating Guide reflecting sub-indicators and updating timeliness criteria
2019 OPC Indicators	
Updated Results Matrix vis a vis 2019 OPC Indicators	PDPB is already preparing a harmonized OPC with Strategic results matrix, to be disseminated to Field Offices once finalized.
Discrepancies on the FY 2018 Harmonized FO OPC Rating Guide vis-à-vis DSPMS Rating Criteria, particularly on timeliness	Performance Management Team (PMT), through the OPC Secretariat, to revisit the approved FY 2019 Harmonized FO OPC Indicators and Rating Guide to ensure consistency with DSPMS performance rating provisions.
NPMOs, PDPB, ISSO, SB and PSB to revisit and resubmit FY 2019 FO OPC Rating Guides	Concerned CO-OBS to submit request for changes or enhancements on FY 2019 Harmonized FO OPC Rating Guide to the OPC Secretariat subject for approval of the PMT
Inconsistencies on the targets of FOs vis-à-vis the approved FY 2018 Harmonized FO OPC Indicators and Rating Guide	All OPC and OPC Checkpoint submissions should be coursed through the OPC Secretariat for review before onward endorsement to the Secretary for approval
Due to the impending revisions on the FY 2019 Harmonized FO OPC Indicators and Rating Guide, FOs need to resubmit their FY 2019 OPCs	PMT, through the OPC Secretariat, to prioritize the review and enhancement of FY 2019 Harmonized FO OPC Indicators and Rating Guide so that changes can be incorporated on the FY 2019 OPCs of FOs prior to endorsement to the Secretary for approval.

ISSUES AND CONCERNS	AGREEMENTS/ RECOMMENDATIONS
NOTE: Considering the program's closing in FY 2019, KC-NCDDP provided the PMT with revised FO OPC Indicators for FY 2019.	
Social Protection Framework	
Recommendation to involve the DILG in the composition of the Social Development Committee for Social Protection, as the agency who has direct control over LGUs.	NEDA as co-chair of DSWD of the Subcommittee on Social Protection (SCSP), is tasked to cascade the adoption of the framework down to Regional Development Council (RDC) to include DILG and to ensure its active participation in the advocacy. SCSP to coordinate with DILG to ensure active participation of their Regional and Local Offices in the SCSP counterpart in their region.
The need to strengthen the structure of the SCSP counterpart at the regional level	DSWD to agenda the raised issues and concerns of the SCSP counterpart at the regional level in the next subcommittee meeting at the national level.
Need for a clear guidance from DSWD (CO) to reinforce RDC-NCR chaired by MMDA, and NEDA is a not a member of.	DSWD NCR to take off from the resolution/ TOR stipulating the roles and functions of the SCSP members, so with the existing Social Protection plan that is integrated in the RDC plan. DSWD-CO to issue an official communication informing the enhancement of the SP Framework and the SCSP members to advocate for the same.
Roll out of the Social Protection Framework in ARMM vis-à-vis the proposed *Bangsamoro Autonomous Region in Muslim Mindanao* (*BARMM*)	The framework can be discussed by NEDA in one of the conduct of their regional consultation dialogues with ARMM governors.
Strategic Plan 2018-2022	
Office Results Matrix	Results Framework should be included for updating to include PREXC indicators. Align the deadline with the DSPMS.
Sectoral Framework	
Need to simplify the rating guide on Sectoral Reports	Provision of Technical Assistance of PDPB to Field Offices.
On the Gender and Development Plan: 32. A and B	For 2019, indicator 32 A is not applicable for DSWD, while the 32 b indicator 2019 GAD Accomplishment

ISSUES AND CONCERNS	AGREEMENTS/ RECOMMENDATIONS
Annual Sectoral Plans and Accomplishment Report	Report: children, youth, older person, family , older person and persons with disabilities
Provide a directory of sectoral focal persons in both FOs and COs	For the PDPB the focal persons are: | Sector	Focal Person
Family	Marivic Vergara
Children and Youth	Agnes Lorenzana
Persons with Disability	Samir Manzanilla
Older Persons	
Gender and Development	Norilyn Rivera Sylvia Alegre | PDPB will request from FO the names and contact details of their sectoral focal persons.
Recommendation to create a google platform	PDPB to create a Google platform for easy coordination of FO and PDPB. The Google platform can be used to consult FOs on the submitted report.
Confusion on the merger of children and youth sectors	PDPB to clarify with PMB if this has been communicated in the Field Offices.
Provision of Technical Assistance to FO sectoral focal persons	PDPB to ensure provision of TA during report development and finalizations Ensure that preparatory work has been conducted before submission of report to PDPB.
Policy Concerns	
PDPS at the Field Office were not provided with complete policies and guidelines regularly. How are the DSWD Policies disseminated?	PDPB will transmit to the Regional Directors relevant issuances through email, copy furnished all Field Offices and Policy Development and Planning Section (PDPS). Field Offices will provide timely and recent issuances to stakeholders at the local level. Other Option – PDPB to coordinate with the Social Welfare & Institutional Development Bureau (SWIDB) and explore shared folder with their knowledge products/best practices.
Cascading of the ASEAN declarations, particularly on the implementation and budgeting	PDPB to provide FOs the ASEAN data base and country reports.

ISSUES AND CONCERNS	AGREEMENTS/ RECOMMENDATIONS
No new list of SWD Laws for monitoring	PDPB thru the Policy & External Affairs Division will transmit and provide update on SWD laws by end of March 2019. Other suggestion – To coordinate with the DILG for the dissemination of signed laws. The PEAD will look into this.
Availability of the Thrusts and Priorities for CY 2020	The 2020 Thrusts and Priorities will be finalized by April 2019.
Finalization of guidelines took longer time (HPMES, Integrated PREW)	PDPB to follow up the concern with the Office of the Secretary
Enhanced Social Protection Operational Framework	Provide guidance to FOs on the operationalization of the enhanced Social Protection Operational Framework.
ASEAN Awareness	Consider provision of funds to FOs on intensifying ASEAN awareness.
TARA and LSWDO Functionality Tool	
There is no clear guidance from PDPB on the transfer of the Technical Assistance and Resource Augmentation (TARA) to SWIDB.	Field Offices will be provided with updates on the transition of the turnover of TARA to SWIDB. Whatever agreements that will be threshed-out on the meeting with SWIDB and the Undersecretary Florita R. Villar of the Standards and Capacity Building will be shared to all FOs. PDPB shall be responsible to keep the Field Offices in the loop based on the result of the full blown assessment.
What is the percentage of LSWDO to be assessed	The tool will be endorsed to FOs by the end of April 2019.
Administration of the LSWDO Functionality Tool	SWIDB will issue an advice on the conduct of the LSWDO service delivery assessment.
Treatment of FO for LGUs who will not commit in the assessment, for instance the OIC LSWDOs	FO can put a notation that the LSWDO refused to be assessed. PDPB will discuss this concern with Usec. Florita R. Villar of the Standards and Capacity Building
Rationalization Plan	
DSWD Rationalization Plan	PDPB will coordinate with the Office of the Secretary to work on the concern, considering the following: • Allocating more positions to the Field Offices, including that for the Policy Development and Planning Section (PDPS) at the Field Office.

ISSUES AND CONCERNS	AGREEMENTS/ RECOMMENDATIONS
	• Review of the qualification standards (*i.e.*, competency of staff) by the Human Resource Management and Development Service in the filling up of positions.
Creation of PO V position to head the Policy and Plans division at the Field Office.	Upgrading the Head of the PDPS at the Field Office to hold (or be appointed to) a Division Chief position; position paper to be crafted by the Field Offices.
Staff that were promoted during the creation of fiduciary positions should return to their original posts.	PDPB to elevate this concern to the concerned office.

WAY FORWARD

1. PDPB to provide the Field Offices the following:

   • Memo for the earlier submission of quarterly accomplishment reports in compliance to 2018 GAA provisions. (**UPDATE:** sent to FOs dated 26 March 2019)
   • SWD laws by end of March 2019 c/o Policy & External Affairs Division (**UPDATE**: Initial consolidation was sent 10 April 2019)
   • Update on the turn-over based on the agreements reached from the meeting between PDPB and SWIDB.
   • Summary of agreements reached to all Field Offices by end of March 2019. (UPDATE: Drafted for signature of Director Alday)
   • Initial updates on actions taken on agreements reached by end of April 2019.
   • Harmonized OPC with Strategic results matrix once finalized
   • LSWDO Service Delivery Tool will by the end of April 2019. (**UPDATE**: *The tool was instead endorsed to SWIDB on 29 March 2019)*
   • ASEAN data base and country reports c/o Policy & External Affairs Division
   • Operationalization of the enhanced Social Protection Operational Framework.

2. Issue an official communication to Regional Development Council for National Capital Region (RDC-NCR) informing the enhancement of the Social Protection Framework and the SCSP members to advocate for the same.
3. Incorporate the comments/ inputs of Planning Officers to the HPMES.
4. Follow-up with the Office of the Secretary the status of the pending policy issuances i.e. HPMES Guidelines, Integrated PREW Guidelines, Risk Treatment Plan Framework and Research and Evaluation Policy.

5. PDPB to schedule for monitoring and TARA provision to Field Offices for the 1st and 2nd semesters.
6. Recommended venue for 2020 Planning Conference is in Palawan (Region IV-B).

2019 Planning Conference

Day 1 March 19, 2019
(Morning Activity)
By: Ms. Gianna Maria Delos Reyes

Preliminaries:

Introduction of participants, Expectation Setting and House Rules by Facilitators/Host Mr. Samir Manzanilla ad Ms. Sheena Ramirez.

Component	Expectations of the Participants
Process	• Light sessions • fun-filled activities • stress-free arguments • Conducive venue for discussion • Meal options for participants who have food restrictions. • Solution Focused Activities
Content	Provide updates on the following: • DSWD Comprehensive Sectoral Framework • Social Welfare and Development Indicators • DSWD Risk Treatment Plan • Risk Management Framework • Integrated Program/ Performance Review and Evaluation Workshop (PREW) • Research and Evaluation Agenda • Raised issues and concerns from the 2018 Planning Conference • Local Social Welfare and Development Office (LSWDO) Functionality • Technical Assistance and Resource Augmentation (TARA) • New PDPB Structure • Research and Evaluation Agenda • Harmonized Planning, Monitoring and Evaluation System (HPMES) • Clarity on the deliverables of PDPS for 2019 onwards. • Clarifications and final decisions on various PPD issues. • Come up with concrete agreements/directions on the issues and concerns. • Agreements reached must strictly be followed to build high trust and confidence between PDPB and FOs and vice versa. • Provide tips on TARA provision in relation to planning and monitoring, HPMES, sector plans and preparation of reports.

	• Tackle issues on institutional arrangements such as planning and monitoring.
Participants	• The participants are on time and cooperative • On time
Resource Persons and Facilitators	• Accommodating and sensitive organizers/ facilitators on the needs of participants, not rude nor snob. • Facilitators are lively and lovely

The objectives of the Planning Conference by OIC Div. Chief of PMD Ms. Marivic Vergara

At the end of the 3 day- session, the participants are expected to:

1. Understand the features of the enhanced Social Protection Operational Framework
2. Appreciate the Department's involvement in the ASEAN
3. Understand and provide inputs on the Research and Evaluation Agenda
4. Provide feedback and recommendations on the implementation of the Harmonized Planning, Monitoring and Evaluation System (HPMES);
5. Recognize and learn from the Good Practices and Initiatives of Field Offices on planning, reporting monitoring and evaluation.
6. Provide guidance and directives on the issues, concerns, gaps and challenges raised along policy, planning, monitoring and evaluation.

Highlights of the Activity

Assistant Regional Director Mr. Manuel Borres of Field Office X delivered his welcome message he shared that this was the first time the FO will host the Planning Conference and an opportunity to provide updates on the policy and plans, the current challenges in planning and reporting and the right time to evaluate the accomplishments and practices and ways to improve it to better serve our clientele.

Facilitators Mr. Samir Manzanilla and Ms. Sheena Ramirez introduced themselves and requested the participants to organize their groups into 4 teams (Palaban, Matatag, Matapang and Tigasin). The mechanics for the group presentation was also explained tasks include individual introduction, sharing their motto and expectation to the activity and a group dance.

The objectives of the activity was explained by OIC Division Chief, Ms. Marivic Vergara. She stated that while it was part of the expectation that hopefully, all issues may be addressed, it was emphasized that not all issues might be responded during the conference as there are concerns that are still pending with the management. Thus, requested participants for their understanding on the circumstances brought by the recent change of leaderships in the Department resulting to new management and new directives, nonetheless, ensured the presence of Undersecretary Ilagan and Assec. Jimenez to hear their issues and concerns.

House rules was also shared followed by the Flow of activities. But initially, Field offices provided their reaction to the discussion of the objectives prior to the presentation of the Updates on the 2018 AMSCW.

II . Open Forum:

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
FOs NCR, FO 5, CARAGA raised the following: OPC 2019 issues was approved, indicators on HPMES, Risk treatment Plan, Results Framework, LSWDO functionality assessment, were included without consultation with Field Offices and without issuing guidelines for the direction of FOs who in the same manner provides direction in the implementation on the ground.	OIC PMD DC Ms. Vergara explained that these concerns will be tackled in day 4 (1-3 pm) during the discussion on the consolidated issues of FOs. Issues in OPC will be settled first afterwhich, will be elevated with the PMT to address the concerns. FO 6 – shared that they support the concern of FOs to provide more time in the discussion of issues and concerns but will pursue with their presentation on good practices. FO II also suggested for a gallery presentation of Good practices to give more time for PDPB to discuss issues and concerns.	ABD Carcido committed to provide more time to be able to discuss issues on the OPC indicators aligned with the DSPMS and clearly discuss how to provide guidance to FOs but will later announce the time slot for the discussion.
Update on the approved HPMES Guidelines, template of the HPMES which is too lengthy;	Updates on the status of the approval of the HPMES guideline and Policy Agenda was also provided and shared that the same is for signature of the EXECOM during the EXECOM meeting today, however, integrated PREW and research protocol guidelines are both parked.	ABD Carcido shared that on the approval of the approved guidelines on HPMES, she explained that what is being implemented by FOS on the HPMES will prevail pending its approval. On the issue also to discuss lengthily about the HPMES implementation, another time will be dedicated for this since FOs do not want

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
		to discuss this at the same time during OPC discussion.
TARA no clear instruction on its impending turn-over to SWIDB; no guidelines on TARA on the issue of no fund transfer to LGUs	On the issue on TARA, ABD Carcido explained that this will be tackled when OIC DC MS. Vergara will discuss Updates on the 2018 AMSCW and shared also the circumstances on the transition of the TARA from PDPB to SWIDB.	ABD Carcido shared that there will be coordination meetings with PDPB and with the new Cluster Head of SWIDB Usec Villar on the transition of the turnover. She also added that PDPB will still assist in the turn over particularly coordination with Planning officers on the full blown assessment which shall also be undertaken this year including next steps. Response also to other concerns shall be provided during the discussion of OIC DC Ms. Vergara on the Updates on the 2018 ASMWC.
FO MIMAROPA inquired on the non-inclusion of topics in the program such as the Risk Treatment Plan and Comprehensive Sector Plan Framework and what are the goals of the FO sectoral focal delineation of roles which are both crucial to FO PDPS.	On the Comprehensive Sector Plan Framework, it is still for refinement of the CO TWG since there are new developments for example on children and youth sector wherein UN and the academe are now involved.	An information paper will be distributed by the Governance and Roadmap Division after the discussion of issues and concerns regarding the Risk treatment Plan and the new structure of PDPB.

Thus, the same will be returned to FO when the inputs of these stakeholders/intermediaries were already included to achieve the goal of holistic framework. |

Updates on the agreements reached during the 2018 Annual Strategic Management Conference Workshop (ASMCW)
by Ms. Marivic U. Vergara.

OIC Division Chief, Ms. Vergara presented the Updates on the issues, concerns, recommendations and agreements reached during the 2018 Annual Strategic Management Conference Workshop, followed by an open forum. Below is the summary of the updates as presented in the conference?

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
FO MIMAROPA- inquired if there is a sanction for the non-submission of OBS on the Results framework.	There will be an implication to the OPC of the OBS who did not submit and there is an ongoing TA provided to OBS by the new division of PDPB, Governance and Roadmap Division to finalize the results framework, if OBS were not able to comply with the submission of their RF their OPC will be affected. Regarding the deadlines/timelines to comply with the submission of the Results Framework, Ms. Villanueva shared that part of the must indicators of OBS is to submit the results matrix and results framework the timelines based on Office framework and program framework and also shared the difficulty of developing these frameworks. The deadline as indicated in the OPC 2019 is end of May 2019 but the possibility of modifying this deadline may be discussed as this date is too close.	Ms. Villanueva responded that with regard to the results framework that needs to be clarified with Dir. Alday that based on the OPC guide, FOs are required to submit their results framework, however, when it was discussed with Dir. Alday it was initially agreed that only the results matrix will be submitted as FOs are anchored in the Strat plan of OBS unlike FOS their contribution will be included to the results matrix anchored in the overall strategic framework. PDPB will take note of the deadlines of RM on the OBS level and later the deadline of RM of FO but still subject for confirmation with Dir. Alday.

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
	Ms. Villanueva also shared the delineation as far as the submission of OBS on their OPC must indicators, thus, all results framework will be handled by the Governance and Roadmap Division while the program framework will be managed by the Research and Evaluation Division. On the issue of FO 5 on the implication of the submission and non-submission of OBS on the results framework, it will be an advantage to the FO since the targets are aligned with OBs, but if OBS did not submit, FO will assume their own targets. If both FO and OBS will have the same deadline on the submission what will be the implication? FO will comply based on the DSPMS guidelines which is prepared in advance, but since the same deadline is required, the OBS will not be able to provide to FO their RF, in such case, the assumed targets of the FO will prevail. It was then recommended to change the deadline of submission of OBS and FO to have an alignment.	
FO 6 – if FOs will have an updated results matrix vis a vis the OPC indicators as there are indicators in the OPC that are absent in the results matrix		Ms. Villanueva responded that there will be a harmonized OPC with Strategic results matrix.

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
FO 7 – concern on the HPMES reporting that it seemed that it adds to the burden of FO OBS.	FO explained that based on the complaints of FO OBS, the HPMES is not required by other OBS in Central Office as there are other reporting requirements being complied such as ENERCON reports from admin which are not present also in the HPMES.	The FO then recommended that reporting systems be harmonized to come up with lesser report submission. Central Office responded that these concerns were all noted. Also response will be provided during the discussion of HPMES
FO 7 on TARA guidelines.	FO explained that comments were requested by CO from FOs during the AMSCW but there was a signed/approved guidelines already on this.	NCR responded that there was an official communication signed by Usec. Villar regarding this.

Enhanced Social Protection Operational Framework
by Ms. Rizza Jane Azucena.
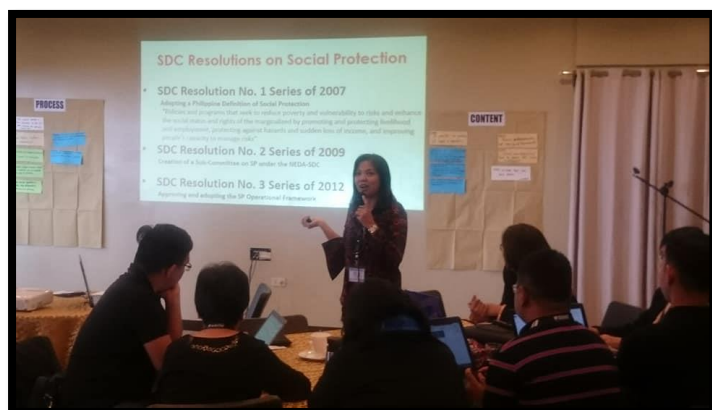
The presentation gave the participants an overall picture on the development of the Social Protection Framework of the Philippines from the time it was introduced in 2006, up to the issuance of an SDC resolution in 2007 and finally its adoption in 2012.

The focus of the framework is on the identification of risks and vulnerabilities which served as an overall guide for implementing the social protection programs and policies with the goal of an improved quality of life for its beneficiaries.

Some of the major contents of the enhanced Social Protection Framework are the following:

• Aligned the framework with the Philippine Development Plan 2017-2022.

• The adopted framework is visualized to serve as the overall guide for implementing social protection programs / interventions and other policies related to SP.

- Four components were identified to address these risks: social insurance, labor market interventions, social safety nets and social welfare.
- Principles of Social Protection is one aspect that is new to the SPOF.
- Universal and integrated system of social protection programs
- The term social welfare was revised to "social assistance" to be in harmonized with the ASEAN SP Framework.

Ms. Azucena started her presentation by providing a brief background on how the enhanced social protection framework of the Philippines has evolved from the time it was first introduced in 2006 and its milestones through the issuance of SDC Resolutions on Social Protection until it came up with the adoption of the social protection framework in 2012. The focus is on the identification of risks and vulnerabilities that served as an overall guide for implementing social protection programs and policies related to SP with the goal for a better and improved quality of life for its beneficiaries.

And finally, last year, the Philippines came up with its own definition of Social Protection through the enhanced Social Protection Framework for 2019 that highlights the principles of Social protection, one that is rights based, inclusive and transformative towards the goal of universal coverage. With this, the broad implementation strategies were also enhanced and required that these strategies should be gender sensitive. Lastly, another significant enhancement is revision of the term social welfare to "social assistance" to be in harmonized with the ASEAN SP Framework.

Open Forum:

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
FO 12- issue on the non-awareness of DILG on the discussion of the enhanced Social Protection Framework affecting the supposedly synchronization of activities with DSWD with partner agencies on the ground	FO explained that there were instances when DSWD and DILG were in a joint undertaking in certain activities on the ground, DILG would comment that they are not yet aware on the discussion at the high level conference and the NEDA subcommittee on the SP enhanced framework. Thus, the same is not shared among RDC partner agencies to be aware of their roles since DSWD will need their assistance	One of the initiative of PDPB is to provide inputs to the Senate bill 1656 institutionalizing SGLG wherein inputs where provided during discussion at the plenary on the definition of SP. The input was provided based on SDC Reso. No. 1 and recommendations on the SGLG indicators by the LGU such as there should be 1 SP program to be developed by the LGU to

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
	in the implementation and commented that otherwise, the efforts of the Department will be meaningless if it will solely assume its role without the participation of other agencies.	respond to the most prevalent concern or issue in the LGU. Update on the bill as of February 2019- the inputs of DSWD were not yet included. There was a follow up made on this, but the bill is still for finalization.
	This will harmonize and synchronize the activities on the ground given the proper information and guidance embodied in the SP framework. The same was supported by FO 5 that the execution or implementation is in partnership with the LGUs and NGOs. Likewise, recognized that the DILG had a different definition of Social Protection as evidenced in their SGLG indicators and their disalignment with NEDAs definition on Chap 11 of SPs definition. He also recommends that there should be a policy law or a bill defining social protection in the country to guide national agencies/NEDA with DILG/LGUs to harmonize their definition with the SGLG to strengthen partnership among DSWD stakeholders in implementing social protection at the ground.	On the role of NEDA based on SDC No. 2 on the SCSP membership – DSWD as chair and NEDA as co-chair. With the adoption of the SP framework it is expected that NEDA will cascade it to RDCs particularly ensure DILGs attendance and should include this in their agenda. But it appears that DSWD was more aggressive in advocating or the roll out of the enhanced framework. For DSWD we will ensure to disseminate with SCSP members. But for NEDA, once the Resolution was numbered to be disseminated also to RDCs.

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
FO 8 concern with DILG in not allowing LGU counterparts in mainstreaming the SP framework.	During the TOT, DILG and NEDA participated but when mainstreaming at the LGU, unfortunately, when the MLGOOS and PLGOOs were invited, they were not allowed since they are busy fast tracking the BUB during that time. With this, DSWD took the lead.	Ms. Villanueva shared that the DSWD takes the lead as chair based on the SDC resolution no. 1 co-chaired by NEDA. What may be done at the national level is an issuance that DSWD will coordinate with the DILG on how the LSWDOs , PSWDOS, PL/MLGOOSS could contribute/be involved in advocating for Social Protection;
Another FO 8 issue, is, what will be our stand on the LGU who was eager to implement the FRVA system, initiated to hire their own consultant and programmer to install their FRVA system.	FO shared during that time time the FRVA IS was still being finalized after it was introduced in 2015. If the system will be introduced by FO 8 to LGUs by the time the system has been finalized, it seem that said LGU will no longer accept it since their system has been operational and considering also their investment on this.	RP Ms. Azucena explained that the LGU will continue adopting its own system as they deemed it functional/operational and will not be hampered from it as they are also users of the FRVA system. They may also share it as a good practice for replication.
FO 7 on what will be the direction of the FRVA system with the impending approval of the bill on institutionalizing CBMS.		Ms. Azucena committed to make a follow through in tracking the concern of FRVA IS in terms of the CBMS institutionalization and confirms that if there will be harmonization with the FRVA to the CBMS and the LGU as process owners in case CBMS will be institutionalized.

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
		Ms. Villanueva supported this as it is an initiative of the DILG.
FO 8 shared the issue on DSWD's leadership with the SDC Reso. No. 2.

Secondly, one of the strategy of the enhanced framework is gender sensitivity, he asked if there was a an affirmative action among other NGAs as duty bearers | Given the wide coverage of Social Protection why did DSWD assumed leadership and why not the NEDA who leads with line agencies per RDC.

This was raised since, NGAs have their stake to realize the SP framework since it is a cross cutting concern and not only social sector. Agencies may be involved e.g. labor market intervention, Social insurance for GSIS and other areas aside from DSWD.

He also commented that the existing SDC policy is weak. | Although it is the PCW who leads in the gender sensitivity aspect, the concerns will be laid down to the Social Protection Plan given also that we have issues with other partner agencies such as on the mechanisms and structure.

With regard to policy, the SDC policy will prevail. Ms. Villanueva also shared that based on the SDC reso. No. 2 it is DSWD who chairs specifically, the Undersecretary for Policy and Plans. |
| NCR commented their unique situation citing that currently there is no existing RDC to convene meetings it is the MMDA who chairs the RDC in Metro Manila. | FO NCR requested that they need a clear direction from Central Office regarding the structure of the subcommittee on Social Protection based on NEDA SDC Reso. No. 2 | CO to issue official communication informing the enhancement of the SP Framework and the SCSP members to advocate for the same. |

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
FO 6 issue of the FO with NEDA SDC with the creation of the subcommittee on social protection.	It was raised as an issue by the FO with the treatment of NEDA and cited that whenever the FO requested from NEDA regarding the creation of the subcommittee they disapprove the same and instead required them to submit first a position paper. With this, the FO requested that the NEDA should lobby with the cabinet level on the creation and not at the FO level. FO CARAGA shared that there should also be a legal basis for the creation and commented that the SDC resolution is not firm in its provision for the creation of the subcommittee "may create" and not mandatory. Adding that this gives the RDC a discretion to disapprove.	Ms. Azucena shared that these concerns will be raised to NEDA SCSP to be included in their agenda.
FO 12- What is DSWD's direction in terms of ARMM realignment with the newly created BARRM (Bangsamoro geographical configuration) with the recent plebiscite vis a vis the roll out of the Social Protection Framework.	FO shared that this may be the best time or opportunity to tackle this matter so that BARMM areas added to ARMM may also be covered.	It will be difficult to coordinate with ARMM as they have their own protocols. It was suggested that if there will be a NEDA regional consultation with the presence of ARMM Governors, then this will be the right venue to discuss the social protection framework. And added that it is not possible that the subcommittee can directly communicate with the Governors given that they had their own protocols as mentioned. This will be clarified with FO 12 Mr. Dataya to respond to his suggestion.

2019 Planning Conference
Day 1, March 19, 2019
Afternoon Activity
Ms. Rizza Jane Azucena

ASEAN Building Awareness
by Ms. Catherine Grace Lagunday

Ms. Lagunday started her presentation with the information on the restructuring of the Policy Development and Planning Bureau and the Policy and External Affairs Division performs tasks on the formulation of policies along regional, assisting international commitment focus on ASEAN.

She also provided the result of the study on the ASEAN perceptions of 3040 respondents from 10 countries conducted by the Block Box Research from Singapore in 2016. Result shows that perceptions in the ASEAN contributed to the: a) Maintaining security; b) Fighting terrorism; c) Driving economic growth; d) Promoting economic trade; e)Protect human rights; f) Provide assistance to poorer area in the region. Accordingly, the focus of ASEAN was visible on the economic and political side but low on employment, leadership, infrastructure development and education. The ASEAN however was successful in achieving its priorities and goals.

Ms. Lagunday introduced the ASEAN sectors, charter and described ASEAN as a community of opportunities. She also provided information on the ASEAN community. DSWD is the lead agency in the Socio-Cultural community. The ASCC lead by DSWD handles the fifteen (15) Sectoral bodies represented by 23 agencies/ offices.

The sharing of Ms. Lagunday also includes the ASEAN 2025 Forging Ahead Together which is the roadmap articulating goals and aspirations of ASEAN. The DSWD as partner state of the Social Welfare and Development Sectoral Body focused on addressing social risks faced by children, women children, women, elderly and person with disabilities. Several outcome documents were also presented. Undersecretary Florita R. Villar is the Senior Official for the SOMSWD while PDPB serve as the Secretariat. The DSWD has significant contribution on the following:

- 2016 Regional Plan of Action on EVAC
- Guidelines on Non-Violent Approach to Child Caring and Child Rearing
- Lead coordinator for seven (7) projects

- ASEAN Children's Forum – platform to strengthen children participations
- TOR of the ACF – concluded on the assessment of the ASEAN's Children's Forum
- ASEAN Commission on the Promotion and Protection of Women and Children's Rights
- ASEAN Social Work Consortium Philippines
- Autism Mapping Project

Open Forum

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
What is the ASEAN connection with the EAST ASEAN Growth Area BIMPT-EAGA (Brunei, Indonesia, Malaysia, Philippines)	The ASCC Blueprints has work plans and the BIMPT-EAGA connectivity is mainly on the food basket environment and education	
On the issue of Human Trafficking, issue of Migrants OFW as a transnational crime.	The ASEAN Convention on the Rights of trafficked person especially women children was also ratified and have the action plan to address trafficking. The action plan is for finalization this 2019 and will engage all related sectors. On the transnational crime, the DILG is the lead agency.	To share with the Field Offices the action plan once finalized
Issue on HIV in the regional arena.	The Senior Officials on health focus more on HIV	Share to the participants the document by health cluster on HIV
What is the Stand of the DSWD on Federalism, specifically on the devolution of the DSWD?	On Federalism, there is a need to clarify with the ExeCom on the preparations/ ways forward on federalism.	Elevate the concern to ExeCom on federalism.
On the concerns related to Autism particularly on the overlapping	Propose for the knowledge sharing with the Planning Officers.	Share with the Planning Officers

Issues/Concerns Raised	Discussions	Directive(s)/Agreement(s)
symptoms with Attention-Deficit Hyperactivity Disorder (ADHD)	The National Early Childhood Care and Development covers the discussion on autism and impairment which includes specific handbook as early as new born screening.	
On the issue on the cascading of the ASEAN regional declarations, particularly on the implementation and budgeting	External Affairs function in the region is not visible. The concern will be raised to Dir. Rhodora Alday to discuss the mainstreaming of ASEAN Declaration.	Discuss the concern with Dir. Alday. Share with the PO the country reports prepared by PDPB. Consolidate and share the database in the ASEAN Region.
Are there ASEAN declarations which tackles Indegenous People like for the case of the SAMA-Bajau in which the taskforce was a failure because of non-implementation of programs.	There is no declaration or plan of action to attend the needs of the Indigenous People however the ASEAN declaration on Social Protection includes IPs. The SOMSWD also recognize the need and tackles the flight of IPs. The DSWD should strengthen the Comprehensive program for street families to include Sama-Bajau. Based also on the Executive Order No. 67, the National Commission on Indigenous People is a supervised agency by the DSWD.	

Consolidated Challenges on Policy Development and Planning Concerns
By *Ms. Hannah Giray Carcido*

ABD Carcido presented the consolidated challenges of the Field Offices along policy development and planning concerns with updates from the PDPB focal persons.

Highlights of the presentations are the topics on 2019 OPC indicators, LSWDO Service Delivery Tool and TARA, Results Matrix Framework, research agenda and Policy Concerns.

Below is the summary of the presented challenges with updates/ response from PDPB focal persons:

Issues/Concerns	Agreements/Recommendations
On the Rehabilitation of Clients -	• Need for a clear definition of rehabilitation • Need to define the universe, i.e. should temporary custody clients be included? • Need to identify targets for clients expected to be rehabilitated for each year
On the Functionality of Information Systems	• Increase functionality of CRIMMS
On the Accreditation of Service Providers	• Target should be changed to ANA
On International Social Welfare Services	• ISSO to revise Rating Guide reflecting sub-indicators and updating timeliness criteria
On Sectoral Reports	• Need to simplify rating guide • PDPB to provide TA to FOs
On Finance	• All requests for revisions should be coursed through the Regional Director • F&MS to provide TA to Fos
Discrepancies on the FY 2018 Harmonized FO OPC Rating Guide vis-à-vis DSPMS Rating Criteria, particularly on timeliness	Performance Management Team (PMT), through the OPC Secretariat, *to revisit the approved FY 2019 Harmonized FO OPC Indicators and Rating Guide* to ensure consistency with DSPMS performance rating provisions

Issues/Concerns	Agreements/Recommendations
NPMOs, PDPB, ISSO, SB and PSB to revisit and resubmit FY 2019 FO OPC Rating Guides	Concerned CO-OBS to submit *request for changes or enhancements on FY 2019 Harmonized FO OPC Rating Guide* to the OPC Secretariat subject for approval of the PMT
Inconsistencies on the targets of FOs vis-à-vis the approved FY 2018 Harmonized FO OPC Indicators and Rating Guide	All *OPC and OPC Checkpoint submissions* should be coursed through the OPC Secretariat for review before onward endorsement to the Secretary for approval
Due to the impending revisions on the FY 2019 Harmonized FO OPC Indicators and Rating Guide, FOs need to resubmit their FY 2019 OPCs *NOTE:* Considering the program's closing in FY 2019, KC-NCDDP provided the PMT with revised FO OPC Indicators for FY 2019.	PMT, through the OPC Secretariat, *to prioritize the review and enhancement of FY 2019 Harmonized FO OPC Indicators and Rating Guide* so that changes can be incorporated on the FY 2019 OPCs of FOs prior to endorsement to the Secretary for approval.

I.   Open Forum

Issues/Concerns Raised	Highlights of Discussions	Directive(s)/Agreement(s)
During the OPCR, there is a specific region which was accommodated the lowering of target. Yet most of the regions have the same targets. There is a need to standardize the process.	The checkpoint should be approved by the cluster and will then be submitted to the PMT Secretariat.	All OPC checkpoint should be coursed through the OPC Secretariat. Field Office should comply with the deadline on the checkpoint for compiled endorsement to cluster heads.
On the rehabilitation, PMB has no quality indicators	Secure the indicator with the PMB on the quality of indicator	
On the harmonized rating guide, FOs should be consulted	There should be a consultation prior to the approval of the guidelines. There are instances that OBS (i.e SB) change and	This is noted.

Issues/Concerns Raised	Highlights of Discussions	Directive(s)/Agreement(s)
in the process of its formulation.	proposed new targets after PREW but this was not communicated. Consultation was already initiated in 2016 but was stopped. Review the Indicator Documentation Sheet	
There is a need to clarify the use of ANA and use percentage if the target is likely to happen.	This is noted.	
On the criteria on the accredited of ECCD	This should be change to the endorsement of the Accreditation to ECCD Council. On the ECCD IS ANA is not acceptable.	
Is the conduct of PRE semestral?	This concern will be raised to ExeCom	
Is there a specific number of days on the DSPMS or we translate them as percentage?	The HR prepared an information on this for dissemination and for approval of the PMT. The HR was instructed to convert the rating guide. The ratee and rater agreement will prevail. In the absence of the rating guide the DSPMS will be followed. The rating guide should also be aligned with the DSPMS	Follow the DSPMS guide.
Account the utilization of the functional information system.	To be forwarded to ICTMS.	

Presentation: <u>PDPB OPC Indicators</u>

I.   Highlights of the Activity/Presentation

Ms. Hannah Giray Carcido presented the PDPB OPC Indicators consist of the following:

1.   Office Results Matrix
2.   Sector Plans and Accomplishments
3.   LSWDO Service Delivery Assessment
4.   HPMES Reportorial Requirements

II. Open Forum

Issues/Concerns Raised	Highlights of Discussions	Directive(s)/Agreement(s)
Office Results Matrix		
...e Results Matrix	The Harmonized results matrix for FO is by the EO May. Field Office should receive the whole OBS RFs. The Quality of RMs should be endorsed to PDPB signed by the Regional Director with no revisions after the TA provided (various modalities) by the Governance and Roadmap Division (GRD)	RF should be included for updating to include PREXC indicators. Align the deadline with the DSPMS.
LSWDO Service Delivery Assessment		
LSWDO Service Delivery Assessment	SLP new framework and targets	Clarify with SLP
Percentage of LSWDO to be assessed	FOs varies when it comes to number of LGUs. Others field offices have 159 LGUs unlike other Field Office. The 51% targets should consider this. With the new directions on the no downloading of funds, PMT also served as SDO, UCT focal and the incoming Listahanan 3.	This is noted. Endorsement of the tool to FOs is by the EO April.

Issues/Concerns Raised	Highlights of Discussions	Directive(s)/Agreement(s)
Administration of the tool	This should be conducted after election.	
Transfer of the Assessment of the LSWDO Service Delivery to SWIDB	This is a special directive from Undersecretary Florita R. Villar. The PDPB will turn over this March and will continue to assist SWIDB in cascading the assessment. The turnover orientation should also be conducted to guide the RMT.	
On the timeliness of the indicator on the assessment	Assessment should contain the result already. The assessment have the information system utilization. Include the summary of result in the endorsement.	The result will be endorsed by the Regional Director to include the report and the supporting documents and the data assessment.
For LGUs who will not commit in the assessment particularly the OIC LSWDOs	OIC are not head of the office so they have issues in committing the capacity of their office in the assessment. They may refused to be assessed.	They can put a notation that the LSWDOs refused to be assessed. This will also be discussed with Usec. Villar
How are we going to treat Conflict affected areas particularly in Mindanao?	They can be treated differently but we should have target intervention for them.	
Sectoral Plans and Accomplishments		
	As an update FOs were engaged in the enhancement of QQT. This was triggered by oversights and alignment to the OPC. So there is an ongoing revisions.	
On the Gender and Development Plan, 32. A and B Annual Sectoral Plans and Accomplishment Report	Currently utilizing the google docs in enhancing the document. PCW, DBM and NEDA will revised the guidelines for 2020. There will be changes in the content and the format. As this	2020 GAD PLAN and Budget for submission in January The guidelines will be distributed to FOs.

Issues/Concerns Raised	Highlights of Discussions	Directive(s)/Agreement(s)
	will be the basis of COA also. The DSWD is one of the pilot agency. On the 2020 accomplishment report, the DSWD will formulate the DSWD GAD Agenda 2020-2025. On the 2019 GAD Accomplishment the rating will be conducted in 2020. There will be changes in the deadline. The OPC indicator for GAD will be enhanced. The PDPB shall receive inputs from Field Offices until EO March.	For 2019, indicator 32 A is not applicable for DSWD.
Male are left behind when it comes to gender and development.	We should reiterate this in the memo. Sex disaggregation and gender are different.	
32 b indicator 2019 GAD Accomplishment Report children, youth, older person, family , older person and persons with disabilities	The averaging of five sectoral plan pulls down the rating in this indicator. Good practices and initiatives to sectors were not recognized.	
Role delineation of focal persons and planning officers	Role delineation of focal persons and planning officers should be clarified. There were cases of denying targets from both OBS and FO counterparts. One of the output is the guidelines which will clarify and identify roles and institutional arrangements which will be drafted by the PDPB. This may also cover the terms of	Provide a directory of sectoral focal persons in both FOs and COs. For the PDPB the focal persons are: Family- Marivic Vergara Children and Youth- Agnes Lorenzana Senior Citizen- Samir Manzanilla Persons with Disabilities – Samir Manzanilla

Issues/Concerns Raised	Highlights of Discussions	Directive(s)/Agreement(s)
	reference of the focal persons in the regions.	Gender and Development- Norilyn Rivera , Sylvia Alegre
Updates on the successor plan	For Family we lay down thrust and priorities. For the older persons, the PPASC is set to be presented in the SDC Technical Board on April 20, 2019	
Recommendation to create a google platform	Utilize the technology in the sectoral plan.	This is noted
Confusion on the merger of children and youth	The PMB agreed to enjoin the children and youth sector as there are overlaps in the plans and report.	Clarify with PMB if this has been communicated in the Field Offices.
Synchronized Sector Plan with the budget.	Upon organizing the sectoral plan, there is a suggestion to call all Planning Officers before crafting the WFP.	

2019 Planning Conference

Day 2, March 20, 2019
Morning Activity
Ms. Gina Faviona L. Bardillon and Ms. Teresita N. Cunanan

Morning Preliminaries

The Team Matapang led the prayer/energizer

Continuation of Discussion of Issues/Concerns, Gap and Challenges

ABD Carcido presented the Other Concerns during the Evaluation and Assessment of the Field Offices for CY 2018. In addition, listed below are the Issues, Concerns, Gaps and Challenges discussed:

Issues, Concerns, Gaps and Challenges	Clarifications/Discussion	Directives/Agreements/ Response
PDPS at the Field Office were not provided with complete policies and guidelines regularly. How are the DSWD Policies disseminated?	All policy issuances are uploaded to the DSWD website. Likewise, these are disseminated thru the Records and Archive Management Division at the Central Office.	PDPB will transmit to the Regional Directors relevant issuances through email, copy furnished all Field Offices and Policy Development and Planning Section (PDPS). Field Offices will provide timely and recent issuances to stakeholders at the local level. Other Option – PDPB to coordinate with the Social Welfare & Institutional Development Bureau (SWIDB) and explore shared folder with their knowledge products/best practices.
No new list of SWD Laws for monitoring	The need to provide regular updates on policies and guidelines for dissemination. Using the SWID Monitoring Tool, the Field	PDPB thru the Policy & External Affairs Division will transmit and provide update on SWD laws by end of March Other suggestion – To coordinate with the DILG for the dissemination of signed laws. The PEAD will look into this.

Issues, Concerns, Gaps and Challenges	Clarifications/Discussion	Directives/Agreements/ Response
	Office may be able to monitor the implementation and compliance of the LGUs to the SWD related laws. The tool will also identify those LGUs requesting technical assistance.	
Availability of the Thrusts and Priorities for CY 2020	The DSWD Thrusts and Priorities for CY 2020 is not yet available. The said document should be prepared in advance as this is the reference for the Budget Call.	PDPB to discuss with FMS.
Finalization of guidelines took longer time (RTP, Social Protection , REP)	The process to finalize a guideline – The Proponent will submit to the Cluster Head for approval the said draft guideline. The said guideline will be disse-minated to the other OBS and Field Offices for comment. Comments and inputs will be consolidated and will be presented for discussion during the ManCom meeting and then to the ExeCom for approval. If the ExeCom requested additional time to review the draft guideline, they were allowed to do so. .	PDPB to follow up the concern with the Office of the Secretary
DSWD Rationalization Plan	In the 2018 Year End NMDC, the Secretary's Directives 4 and 5 was about the "Rightsizing of the Department". "Putting	PDPB will coordinate with the Office of the Secretary to work on the concern, considering the following:

Issues, Concerns, Gaps and Challenges	Clarifications/Discussion	Directives/Agreements/ Response
	more people at the Field Office".	• Allocating more positions to the Field Offices, including that
	It was suggested that this should be translated to a Department Guideline. On the said Guideline, the "Competency Based" should be consider and the "Career Pathing" as per Civil Service Commission", Also take into account is the approved "Fiduciary Positions".	for the Policy Development and Planning Section (PDPS) at the Field Office.
	The present structure at the FO is that PDPS is headed by a PO IV and that there is no chance for the non RSW-PO IV to be promoted as PPD Head considering the PPD Chief is with the level of SWO V, Division Chief Levels. .	• Review of the qualification standards (*i.e.*, competency of staff) by the Human Resource Management and Development Service in the filling up of positions.
	Creation of PO V position to fit a PPD Chief, This is to consider the career path of the POs who are not SWOs and to minimize the tendency of well trained and competent POs to switch paths from Planning to Operations or to transfer out to other agency. Recommending that those staff holding the PO positions particularly those promoted during the creation of fiduciary positions should return to original posts. Their	• Upgrading the Head of the PDPS at the Field Office to hold (or be appointed to) a Division Chief position; position paper to be crafted by the Field Offices.

Issues, Concerns, Gaps and Challenges	Clarifications/Discussion	Directives/Agreements/ Response
	designation to other positions give a huge hole within the Divisions.	

DSWD Research and Evaluation Agenda 2019 – 2022
By Ms. Cynthia Lagasca

Highlights of the presentation:

- Brief situational analysis thru showcasing statistical data on poverty, risks and vulnerabilities of the different sectors including women, children, senior citizen, and persons with disabilities.

- Highlighted the financial accomplishment in the past three years of the three big programs of the Department – Pantawid, SLP and KC, to highlight the need for internal evaluation and research studies. Moreover, findings of the 2017 DSWD Overall Assessment Report were also mentioned as part of the internal context setting.

- The relationship between the DSWD Results Framework and the DSWD R&E Agenda was also explained using the R&E Framework highlighting that the various researches and evaluation shall provide evidence and information about these. DSWD RF indicators to effectively investigate the overall performance of the Department. Furthermore, researches, such as exploratory and descriptive types, are conducted to determine the different issues and concerns along social welfare and development (SWD) that are important to support policy and program design and implementation.

- Using the DSWD Results Framework as primary reference, the areas for research and evaluation and the corresponding topics were presented. It was then highlighted that these topics has to be undertaken by the Department and its partners within the lifespan of the Research and Evaluation Agenda 2019-2022.

- The research and evaluation areas identified follows the Organizational and Foundational Outcomes as stated in the DSWD Strategic Plan 2018-2022.

- The institutional arrangements was also discussed focusing on the roles and responsibilities of the different Offices for the implementation of the R&E Agenda.

Clarification	Response
The regions were able to identify research topics during the consultation workshop for the Research Agenda last 2017, are this topics reflected in the R&E Agenda?	Yes, the topics identified in the Research Agenda and Evaluation Agenda were all considered in crafting the R&E Agenda, we just have to prioritize these topics considering the current situation or demand on SWD.
Who are covered by this R&E Agenda? Does it include the student researchers? How can we manage the studies that they would conduct?	The Research and Evaluation Agenda shall cover all research and evaluation studies initiated by the Department, regardless of execution (i.e. in-house, joint, or outsourced). Moreover, this Agenda shall be implemented, applied and utilized by the Offices, Bureaus, Services and Units of the Central and Field Offices, as well as by external stakeholders who partner with the Department in the conduct of researches or evaluations related to or involving the DSWD, such as local and international research institutions, the academe, independent researchers, other National Government Agencies, local government units, and DSWD Attached Agencies. For the student researchers, we can influence or help them come up with more relevant topics but nonetheless, we will not impose that they need to adhere to our R&E Agenda. Likewise, since our identified areas are quite wide-ranging, their topics could probably fit to our areas/themes. In any way, we still need to assist the student researchers regardless if their topic would adhere to our Agenda.

2019 Planning Conference

DAY 2 – 20 March 2019, Afternoon Session
Mr. Chuck Glendee Valencia

Workshop 1: Validation of the Research and Evaluation Agenda
By Ms. Ma. Angela Nartea

After the lunch break, Team Matapang led an energizer to mark the resumption of the conference in the afternoon of Day 2, 20 March 2019. For the 1st workshop (in Day 2), a template was provided to facilitate the consolidation of inputs from the groups earlier formed, and the gathering of workshop outputs by the Conference Secretariat.

Workshop 2: Prioritization of Topics for the Research and Evaluation Agenda

To dovetail the 1st workshop, Ms. Maria Angela R. Nartea presented the Mechanics for Workshop 2, as follows:

1. The groups shall rate each research and evaluation topic using the criteria and rating scales provided;
2. Each group may also propose a maximum of three (3) new research and/or evaluation topics per outcome;
3. Proposed new topics shall likewise be rated by the groups, using the same criteria and rating scales provided;
4. Scores will be added for each criterion and topics will be ranked according to the scores given; and,
5. Results of the scoring and rankings shall be processed by the Policy Development and Planning Bureau (PDPB) and used as reference for the consultation with offices, bureaus and services in the Central Office.

It was explained that research and evaluation topics will either be rated 0, 1 or 2. Accordingly, certain topics – previously identified as priority – may be delisted; as such, the groups were asked to provide justification for the delisting of any topics. Thus, it was underscored that priority concerns of the Department may be identified as topics.

Ms. Nartea announced that outputs from Workshops 1 and 2 will no longer be presented due to time constraints. The groups were advised to submit their workshop outputs – from the two (2) workshops – at 2:30 PM to the Conference Secretariat.

Upon inquiry of a participant, Ms. Nartea relayed that research and evaluation topics may also be useful for or adopted by partners and stakeholders of the Department. Moreover, Division Chief Cynthia B. Lagasca clarified that on studies of (or such to be conducted by) students and other researchers having a limited scope or covering a small sample may still be used as related literature or in the review of related literature.

Thereafter, Workshops 1 and 2 commenced; Division Chief Lagasca and Ms. Nartea provided assistance to the groups needing further clarifications. At about 2:30 PM, Ms. Nartea declared that the submission of workshop outputs (from the two [2] workshops) is extended until the end of the day.

Ethical and Safe Research Environment
By Mr. John Piermont V. Montilla (DSWD FO VI)

The sharing of good practices was set off by the Field Office VI through Mr. John Piermont V. Montilla, specifically about Ethical and Safe Research Environment, an initiative for their Research and Development Technical Working Group (RD-TWG) and Institutional Research Ethics Committee (iREC). At the onset of his presentation, Mr. Montilla asked the question, "Why have an ethical and safe research environment?"

Mr. Montilla highlighted that most of the research proposals are approved by the Department merely for academic purposes rather than based on basic ethical principles *i.e.*, beneficence (or the moral obligation to act for the benefit of others), non-maleficence (or the obligation not to inflict harm on others), autonomy (or the norm that obliges respect for the decision of others) and social justice (or the fair and equal distribution of benefits and risks of participation), with the aim of safeguarding the rights, dignity and wellbeing of research participants, as well as of improving social welfare and development laws, programs and services. However, it was noted that the current practice of approving researches not only puts the Department at risk as an institution, but also its clients as research participants whenever ethical research protocols are not strictly adhered to.

In Field Office VI, Mr. Mantilla shared that their RD-TWG sets the regional research agenda on social protection, verifies the research questions to truly reflect realities towards addressing needs in the region as to its context of poverty, risks and vulnerabilities, and ensures that research results are valuable for policy advocacy and program implementation. It was then relayed that the Field Office established the iREC to conduct preliminary desk review of research proposals for compliance with ethical guidelines from the design, actual conduct of research and dissemination of results, in order to: assure quality and integrity of researches; and, protect the wellbeing of clients as research participants.

Moreover, the Research and Evaluation Unit of the Field Office VI developed standard operating procedures for safe and ethical research environment which are being reviewed by the Regional Ethics Monitoring Board of the Department of Science and Technology. In line therewith, Mr. Montilla mentioned that the RD-TWG and iREC of the Field Office need to undergo capacity building on ethics, effective documentation, desk review and monitoring of the research process. The phases of the capacity building program was thereby presented *i.e.*, establishment of structures, training and continuing learning and development intervention, setting of standard operating procedures and partnership building.

Finally, Mr. Montilla shared other innovations/initiatives made by the Field Office VI, as follows:

1. Participation of the National Commission on Indigenous Peoples in the iREC;
2. Forging of memorandum of agreement with a regional state university and colleges to create a pool of experts on research ethics and socio-behavioral research;
3. Attendance of staff to basic research ethics training;
4. Partnership with sectoral groups in the region to review research ethics; and,
5. Installation of referral system for the ethics review of research proposals.

Harmonized Planning, Monitoring and Evaluation System Forms Business Process Mapping
By Ms. Evelyn Pedro

In the beginning, Ms. Evelyn V. Pedro shared the following objectives of the business process mapping for Harmonized Planning, Monitoring and Evaluation System (HPMES) forms:

1. To identify the responsible office/section/unit and expected output in the generation of HPMES reports; and,

2. To clarify the interaction of staff involved in the accomplishment of HPMES forms.

It was explained that the HPMES complements major processes such as Planning, Budgeting, Performance Management and Risk Management. Thus, it was recalled that HPMES forms were developed to prepare the Strategic Results Matrix, Annual Performance Measures, Annual Work and Financial Plans, Quarterly Accomplishment Reports, Semestral Assessment Reports and Risk Treatment Monitoring Reports.

Furthermore, it was recapped that the Strategic Results Matrix represents a 6-year plan while the Annual Performance Measures and Annual Work and Financial Plans cover yearly performance commitments/targets. Corresponding to the Strategic Results Matrix, it was recalled that the Risk Treatment Monitoring Reports are prepared. From the Annual Work and Financial Plans, the Quarterly Accomplishment Reports and Semestral Assessment Reports are generated.

The following specific HPMES Forms were cited as useful for planning and monitoring purposes:

Purposes	HPMES Forms	Usage
Planning	HPMES Form 1-1A-1B	Strategic Results Matrix
	HPMES Form 2-2A-2B	Annual Performance Measures
	HPMES Form 3-3A-3B	Annual Work and Financial Plan
Monitoring	HPMES Form 4-4A-4B	Quarterly Accomplishment Report
	HPMES Form 5-5A-5B	Semestral Assessment Report
	HPMES Form 6-6A-6B	Risk Treatment Monitoring Report

Ms. Pedro thereafter presented the business process maps for HPMES Forms 2-2A-2B, 4-4A-4B and 5-5A-5B at various levels (*i.e.*, review and approval). Attached, as integral parts hereof are the presentation document and business process maps of said HPMES forms.

Plenary

After the presentation of the HPMES Forms Business Process Mapping, another workshop was supposedly programmed for the enhancement of the HPMES process flow. However, the plenary proceeded upon ardent request of participants. In the plenary, the following issues or concerns were broached:

Issue(s)/Concern(s)	Discussion Point(s)
Same deadlines set for the submission of the 2nd Quarter Accomplishment Report (using	• It was suggested that deadlines for the submission of the Semestral Assessment Reports (using HPMES Form 5-5A-5B) be set

Issue(s)/Concern(s)	Discussion Point(s)
HPMES Form 4-4A-4B) and 1st Semester Assessment Report (using HPMES Form 5-5A-5B), as well as that for the 4th Quarter Accomplishment Report and 2nd Semester Assessment Report	later than that for Quarterly Accomplishment Reports (using HPMES Form 4-4A-4B). • As a response, it was indicated that the PDPB will review the deadlines set for the submission of said reports, with reference to the HPMES guidelines. • While transitioning to the new deadlines is another factor to consider, it was suggested that the deadlines for the submission of the CY 2019 1st Quarter Accomplishment Report be adjusted.
Reporting of disbursements for performance indicators included in the HPMES	• The difficulty in obtaining reports on disbursement at the level of the Field Office was expressed, as similar reports for submission to the Commission on Audit (COA) and the Department of Budget and Management (DBM) are usually being prioritized. • Coordination with the Finance and Management Service, at the Central Office, on the matter of generating financial reports for oversight agencies and that for the HPMES reporting was suggested as an initial step to address the aforesaid difficulty, as well as to harmonize physical and financial data. • It was also broached that disbursements for certain performance indicators are lumped since it is difficult to determine expenditures distinctly. However, it was recalled that an advice was given as to determining disbursements separately for each performance indicator. • In this case, it was recommended that a "remarks" column be added to reflect the justification of the Field Office on any difficulty in breaking down disbursements made for performance indicators.
New deadlines for the submission of Quarterly Accomplishment Reports (using HPMES Form 4-4A-4B), as follows: • 5th day of the month after a quarter – for Field Offices to	• It was relayed that the Field Offices' compliance with deadlines for the submission of Quarterly Accomplishment Reports (using HPMES Form 4-4A-4B) appears to be a challenge, considering the coverage thereof (*i.e.*, three [3] months), the cut off dates (*i.e.*, until the last day of the last month of a quarter) and the already

Issue(s)/Concern(s)	Discussion Point(s)
Offices/Bureaus/Services (OBSs) in the Central Office • 10th day of the month after a quarter – for OBSs to the PDPB • 15th day of the month after a quarter – for the Policy Development and Planning Section (PDPS) to the PDPB	tight deadlines for divisions/sections/units at the Field Office level to provide the data to be reported. • Thereby, the adjustment of cut off dates was recommended in order to comply with the new deadlines for the submission of Quarterly Accomplishment Reports. • A request was further made to revisit the deadlines indicated in the harmonized performance indicators for the Office Performance Contracts (OPC) of the Field Offices by reason of the change in deadlines. • Moreover, it was relayed that some Field Offices have already issued notices on the submission of Quarterly Accomplishment Reports by divisions/sections/units based on the old deadlines, which may pose some problems in enforcing compliance with the new deadlines. • Given the difficulty in generating and submitting reports on the new deadlines, it was likewise suggested that the Department may initiate submission of an explanation to the DBM about certain intricacies *e.g.,* the Average Length of Stay (ALOS) of clients in residential care facilities of the Department is determined only at the end of the month. The intention thereof is to allow the fair adjustment of deadlines, which the Department can readily comply with.
Square Connection	It was implied that the adoption of the Square Connection may have to be revisited in view of the HPMES Business Process Mapping done by the PDPB. Consequently, conditionalities can be set for the review and approval levels, as hinted by a participant.
Project Coffee Break	The continued holding of the "Project Coffee Break" at and by the Field Offices was recommended. Hence, the PDPB may sustain its fund augmentation for said activity.
Submission of the Risk Treatment Plan	Because of the inclusion of the Risk Treatment Plan as a deliverable under the harmonized performance indicators for the OPC of the Field

Issue(s)/Concern(s)	Discussion Point(s)
	Offices, submission thereof was set on 25 September 2019.
Service Delivery Assessment of Local Social Welfare and Development Offices (LSWDOs)	It was conveyed that the service delivery assessment of LSWDOs may have to be scheduled after the elections, since local chief executives will be involved in the process.
Tool for rating satisfaction of the technical assistance and resource augmentation (TARA) provided to local government units/LSWDOs	With the impending turnover of the TARA Program oversight to the Social Welfare Institutional Development Bureau, it was imparted that said office will be requested to develop a standard satisfaction survey tool as the PDPB is not in the best position to do the same.
Quarterly Accomplishment Report (using HPMES Form 4-4A-4B) on Organizational Outcome 5 (OO5) of the Department ("Delivery of Social Welfare and Development Programs and Services by Local Government Units, through Local Social Welfare and Development Offices, Improved")	• In view of some changes initiated by certain Field Offices to improve the reporting template (that is, HPMES Form 4-4A-4B), it was suggested that the standard template be reissued for guidance. • Furthermore, the need for the provision of technical assistance to the Field Offices – to improve reporting on OO5 under the HPMES was stressed by a participant. • It was, however, rationalised that technical assistance can be extended to the Field Offices not only for HPMES reporting on OO5, but also on all other organizational outcomes, including support to operations and general administrative and support services.

The following are the key issues/concerns and corresponding recommendations provided:

Issue(s)/Concern(s)	Recommendation(s)
Studies of (or such to be conducted by) students and other researchers having a limited scope or covering a small sample (*e.g.*, one [1] municipality only)	Use such studies as related literature or in the review of related literature
Change in the deadlines for submission of Quarterly Accomplishment Report (using Form 4-4A-4B of the Harmonized Planning, Monitoring and	• Consider following the new deadlines in compliance with the requirement of the DBM, as stipulated in the FY 2018 General Appropriations Act

Issue(s)/Concern(s)	Recommendation(s)
Evaluation System [HPMES]) and Semestral Assessment Report (using HPMES Form 5-5A-5B)	• Initiate coordination between the Policy Development and Planning Bureau and the Finance and Management Service on the harmonization of deadlines for the submission of physical and financial reports
Changes in the template for the Quarterly Accomplishment Report (HPMES Form 4-4A-4B) on Organizational Outcome 5 ("Delivery of Social Welfare and Development Programs and Services by Local Government Units, through Local Social Welfare and Development Offices, Improved") as initiated by certain Field Offices	Reissue the standard template for the Quarterly Accomplishment Report (HPMES Form 4-4A-4B) on Organizational Outcome 5, including rows to reflect numerators and denominators for outcome and output indicators stated in percentage (*e.g.*, percentage of LGUs [local government units] provided with technical assistance, an output indicator)

2019 Planning Conference
Day 3, March 21, 2019
Morning Activity
Ms. Gina Faviona L. Bardillon

Morning Preliminaries

The session started at 8:50 AM with Mr. Almanzor Dataya of FO XII and Atty. Ruel S. Halanes of FO CARAGA who facilitated the Morning Prayer.

The presentation and sharing of good practices by the selected Planning Officers followed:

Monthly Presentation of the Harmonized Planning, Monitoring and Evaluation System (HPMES)
by Ms. Marifil C. Jugal (DSWD FO-CAR)

Highlights of the Presentation:

- In 2018, the FO-CAR through the Policy Development and Planning Section (PDPS) initiated a more opportune/ more prompt reporting, monitoring, and evaluation of accomplishments both in financial & physical aspects which became known as the Monthly HPMES Report.

- This Monthly HPMES Report is a precursor to the PDPB's Quarterly Accomplishment Reports. It is being submitted by all ODSUs on or before 5th day of the following month for review and consolidation of PDPS.

- Established an updated/latest consolidated data or information (database) concerning accomplishments o f different ODSUs or the Field Office as a whole that attained Immediate provision of data or reports to other regional line agencies or stakeholders (e.g. researchers, NEDA-CAR, media, etc.) as the need arises; and Regional Director's consumption or presentation in the different meetings, fora, consultations.

- Monitored and evaluated monthly accomplishments of ODSUs in a monthly basis and provided technical assistance (TA) to ODSUs in preparing their reports (e.g. feedback

mechanism, incomplete data, etc., PDPS staff have their own respective assigned OOs for preparation, monitoring and provision of TA.

• The monthly HPMES reports being reviewed and consolidated by the PDPS in a monthly basis provided an avenue for feedback mechanism both in the improvement of reports and in monitoring the deliverables by ODSUs.

• It became the point of analyses of the Unified Regional Project Management Team (URPMT) & Regional Management and Development Committee (RMDC) during their monthly meetings as it became a regular part of the agenda.

• It became easier for ODSUs to address issues and concerns, craft catch up plans and look for alternatives or contingencies to cope up with negative variances.

• Contributed to the objectives of the 'ease of doing business' through prompt development of reports needed, required, or requested by other national and regional line agencies, other stakeholders, or concerned citizens.

Establishment of Functional Regional Sectoral Technical Working Group for Harmonizing Sectoral Planning, Reporting and Monitoring
By Mr. Al V. Dela Cruz (DSWD FO-II)

Highlights of the Presentation:

• Prior to its establishment, tracking of accomplishment, targeting and monitoring of activities are limited solely with the sectoral focal person. Consequently, monitoring of activities is sometimes incoherent, hence, inconsistent and information were given to the Policy Development and Planning Section are incomplete and inaccurate

• Inclusion of the Financial Management Division Chief, TS II and Section Heads as one of the regular member of the Regional Sectoral TWG to immediately respond/resolve issues pertaining to sectoral budgeting and other Program Focal Person who are responsible for the other core priority PAPs which resulted to harmonization of efforts and targets.

- Sectoral Reports and their membership as Sectoral TWG is a must indicator in their Individual/Division PC. Setting of commitments/action plans was done for the variances and remaining targets for the year during Sectoral TWG Meetings

- Crafted the Harmonized Tool for Sectoral Profiling and Monitoring. This tool seeks to provide uniform and consistent data for planning, monitoring, and evaluation purposes PDPS Staff and concerned Sectoral Focal Person

- Conducted Technical Sessions with the Regional Director for the needed directives and immediate resolution of emerging issues and concerns

- Conducted Semestral Sectoral TWG Meetings focused on the following major agenda:

  - OPC Rating Guide on Sectoral Accomplishment and Sectoral Plan and Budget
  - Compliance on SWD Laws of LGUs
  - Discuss other matters pertaining sectoral concerns which needs immediate resolutions and or decision by the Division/Head of the Agency.

ME2+DQR (Monitoring and Evaluation Enforcement plus Data Quality Review)
By Mr. Alnafe S. Tiblani (DSWD FO-IX)

Highlights of the Presentation

- It is the first validation tool that will help harmonize data in the reportorial requirements, HPMES reports and Office Performance Contract Review (OPCR). ME2 + QDR primarily strengthen the capacity to gather, interpret and use quality data so that management can utilize reliable and verifiable information for decision making process.

- The initiative has evolved into a good practice is currently a demand among programs and services in the FO in the provision of technical assistance.

- Support the Centers in the establishment of M&E system as part of their Project Management program, one of the major criteria for accreditation process. As of February 2019, the M&E team had already provided 5 RBME (and related topics) workshops to 5 Centers. As a result, the AVRCI III were able to submit three (3) draft Results Framework currently for enhancement; while PCDP, RSCC, Home for Women

and Home for the Elderly each submitted one (1) draft Results Framework currently being reviewed.

• In January 2019, the M&E Unit conducted the gallery viewing of CY 2018 accomplishments of some of the programs and services of the FO. The objective of this activity is to *provide our clients transparency on the different accomplishments of the FO*. This was also the product of diligent monitoring and validation of reports and will be implemented throughout the year.

PPG Management Hour

Ms. Catherine Grace M. Lagunday OIC of the Policy and External Affairs Division introduced the new Undersecretary for Policy and Plans Cluster, Undersecretary Luzviminda Ilagan.

USeC Ilagan and Asst. Secretary Javier R. Jimenez sat down at the Presidential Table. They were with OIC ABD Giray who presented to them the issues and concerns discussed during the previous days of the activity.

Highlights of the PPG Management Hour

Objectives	Discussion and Agreements Reached
Provide guidance and directives on the issues, concerns, gaps and challenges raised along policy, planning, monitoring & evaluation	There should be a consultation prior to the approval of the OPC Rating Guide. Recommendation to conduct semestral Performance Review and Evaluation. *All OPC and OPC Checkpoint submissions should be coursed through the OPC Secretariat for review before onward endorsement to the Secretary for approval.* *Performance Management Team (PMT) through the PMT Secretariat, will revisit the Harmonized FO OPC Indicators and Rating Guide to ensure consistency with DSPMS performance rating provisions.*

	Role delineation of Sector Focal Persons and Planning Officers should be clarified.
	One of the component in the Guidelines for the implementation of comprehensive Sector Results Framework is the institutional arrangement which will cover Terms of Reference (TOR) of the Focal Persons in the Region.
Understand the features of the enhanced Social Protection (SP) Framework	Recognition to strengthen partnership with other government agencies like the DILG in the implementation of the SP Programs at the Regional level.
	RDC partner agencies to be aware of their roles to ensure convergence effort in the implementation of SP Programs; DILG has a different definition of Social Protection; this maybe the best time or opportunity to promote SP with the transitioning government of BARMM.
	DSWD to discuss with NEDA the dissemination of the Resolution once this was numbered to all RDCs. Coordination with DILG on advocating SP to the P/LSWDOs and Provincial or Local Planning Office to secure their commitment.
Appreciation of the Department's involvement in the ASEAN	What is the position of DSWD on Federalism, specifically on the devolution of the DSWD?
	There is a need to clarify with the ExeCom on the agency's position and ways forward on Federalism.
	ASEAN declarations which tackles the concern of Indigenous People (i.e. SAMA-Bajau)
	There is no declaration or plan of action to attend the needs of the Indigenous People however, the ASEAN Declaration on Social Protection includes IPs.
Provide guidance and directives on the issues, concerns, gaps and challenges	On Rationalization Plan i.e., "Putting more people in the Field Offices".

raised along policy, planning, monitoring and evaluation.	*The NMDC Secretariat will initiate coordination with the Office of the Secretary on the Secretary's Directives to transfer or assigned more Staff in the Field Offices from the Central Office.*
	Ensure the review of Qualification Standards (i.e. Competency of Staff) by the Human resource Development Service (HRMDS) in the filling-up of positions.
	Consider upgrading the Head of the PDPS at the Field Office to hold (or be appointed to) a Division Chief position; unified Position Paper to be crafted by the Planning Officers form the Field Offices.
	Categorize Field Offices as Regional Offices instead, considering the scope/coverage of the DSWD programs and services being implemented.
	Inquired if there is a sanction for the non-submission of OBS on the Results Framework
	Per HPMES Guideline and OPC Guide, there is no sanction for non-submission. The submission of Offices, Bureaus and Service Results Framework (OBS RF) and Results Matrix
	In the absence of OBS RF and RM, the Field Offices will assume their regional targets as approved by the Regional Directors.
	On TARA, no clear instruction on its pending turn-over to SWIDB
	There will be coordination meetings with PDPB and SWIDB on the transition of the turn-over. PDPB will still assist in the turn-over particularly coordination with Planning Officers on the full blown assessment which will be undertaken this year.

Provide feedback and recommendations on the implementation of the Harmonized Planning, Monitoring and Evaluation System (HPMES)	Change the deadlines for the submission of Quarterly Accomplishment Report (using Form 4, 4A, 4B) of the HPMES and Semestral Report (using HPMES Form 5, 5A, 5B) *Consider the new deadlines in compliance with the requirement of the Department of Budget and Management (DBM), as stipulated in the FY 2018 General Appropriations Act (GAA).* *Initiate coordination between the PDPB and Financial Management Service (FMS) on the harmonization of deadlines for the submission of physical and financial reports.* Changes in the template for the Quarterly Accomplishment Report (HPMES Form 4, 4A, 4B) on Organizational Outcome 5 (Delivery of Social Welfare and Development Programs and Services for the Local Government Units (LGUs), through the Local Social Welfare and Development Offices (LSWDOs) Improved) as initiated by certain Field Offices. Reissue the standard template for the Quarterly Accomplishment Report (HPMES Form 4, 4A, 4B) on Organizational Outcome 5, including rows to reflect numerators and denominators for outcome and output indicators stated in percentage (e.g. percentage of LGUs provided with Technical Assistance, an output indicator)

Next Steps:

1. PDPB will circulate the Summary of Agreements Reached to all Field Offices by 28 March 2019.
2. Initial updates on actions taken or agreements reached will be provided by end of April.
3. Recommended venue for 2010 Planning Officers Conference is DSWD MiMaRoPa.

The session ended at 12:45PM with the photo session of the Group with USEC and Ilagan and ASEC Jimenez.

EVALUATION

Out of the 32 participants, 28 were able to provide their evaluation on the activity. Participants were asked to evaluate the activity in terms of its objectives, topics, venue, meals and other logistical concerns, as well as the resource persons and the facilitators. Participants will rate from 1-5, having 5 as the highest:

1- Poor
2- Fair
3- Good
4- Very Good
5- Excellent
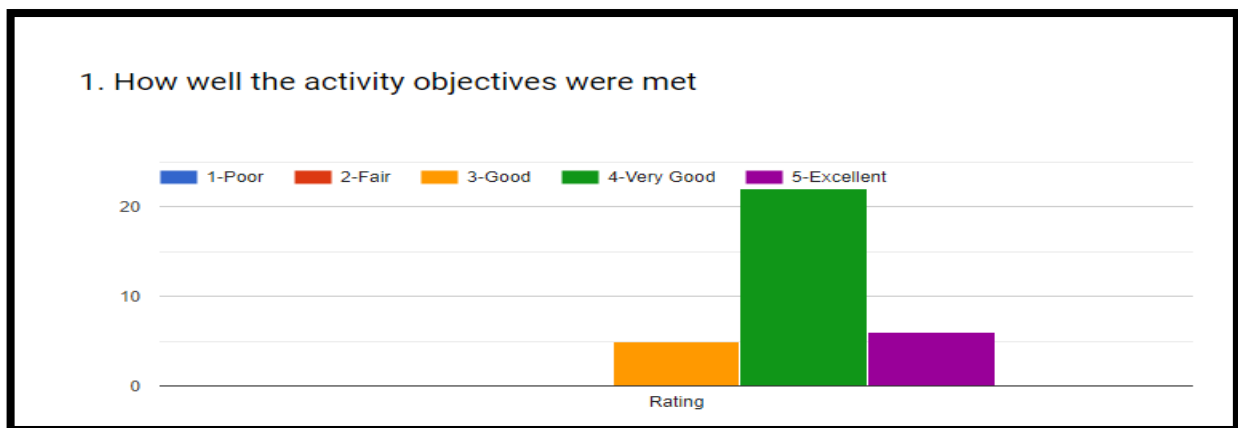
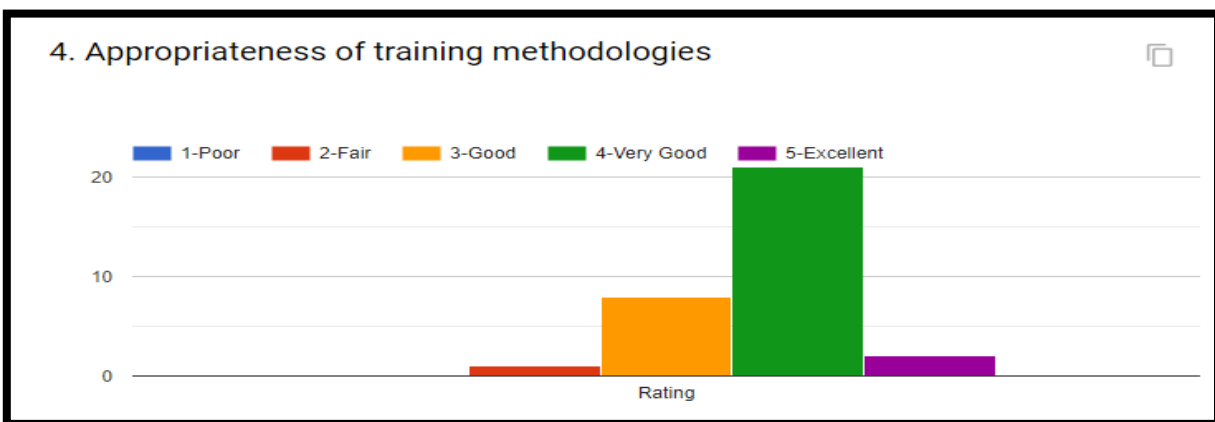*22 out of the 28 participants found the activity very good in terms of achieving its objectives. Six participants gave a rating of Excellent*
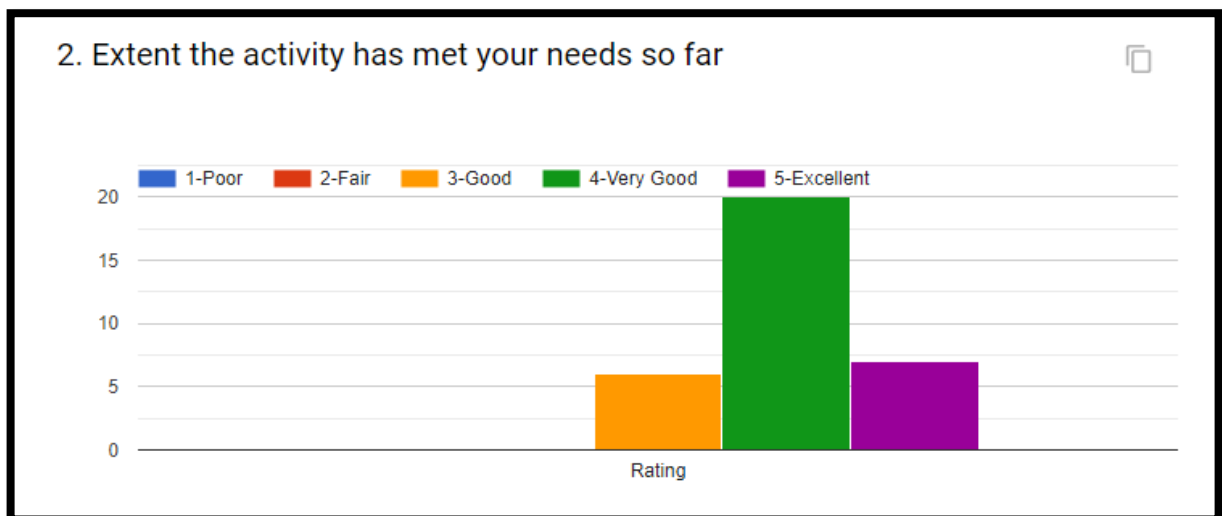
20 out of the 28 participants gave a score of very good believing that the activity had met its needs. Seven participants gave a rating of excellent.

14 out of the 28 participants gave a score of excellent trusting that the conduct of Planning Conference will improve their job performance as planning officers. 12 participants gave a rating of very good.

21out of the 28 participants gave a score of very good in terms of the appropriateness of the methodologies used in the conference. Two participants gave a rating of excellent.
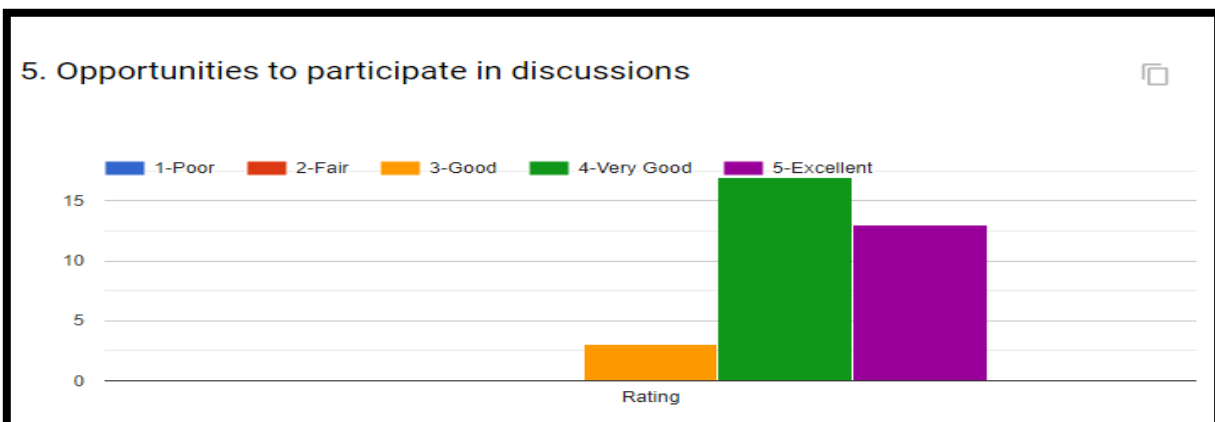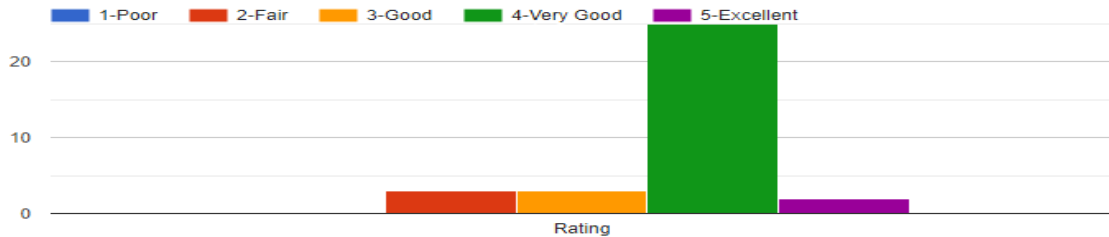

17 out of the 28 participants gave a rating of very good in terms of their active participation in the conference. 13 participants gave a rating of excellent.
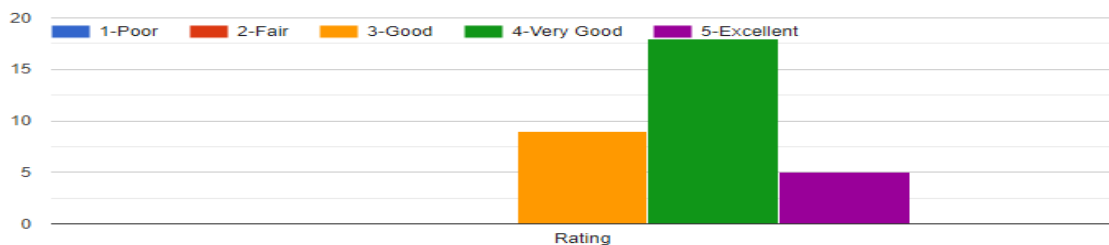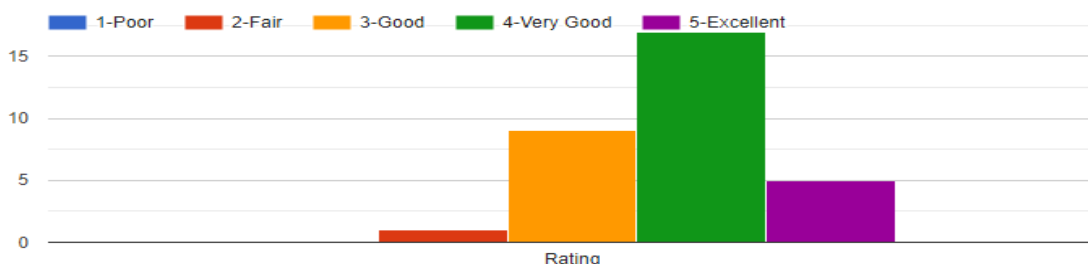
25 out of the 28 participants gave a rating of very good commending the schedule of activities. Two participants gave a rating of excellent.
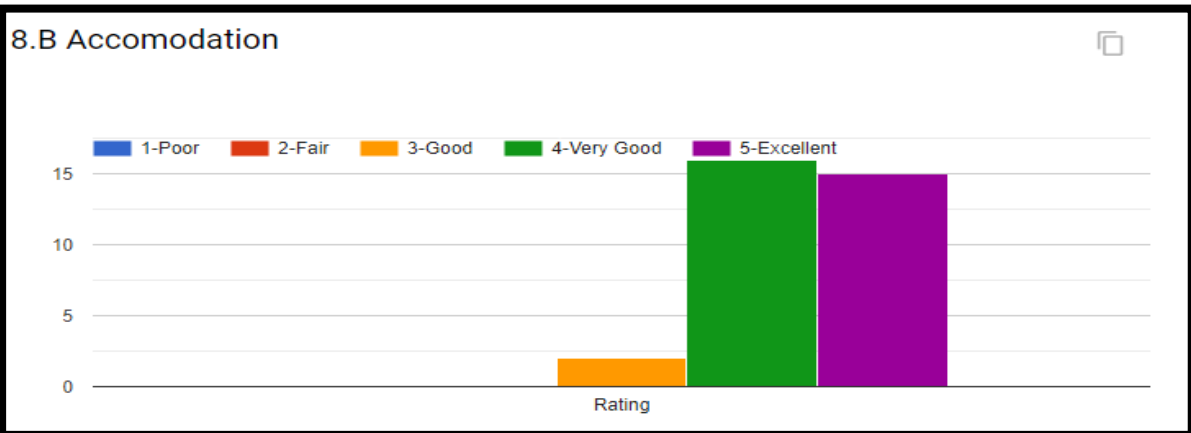

18 out of the 28 participants gave a rating of very good in terms of the effectiveness of the training management. Five participants gave a rating of excellent.
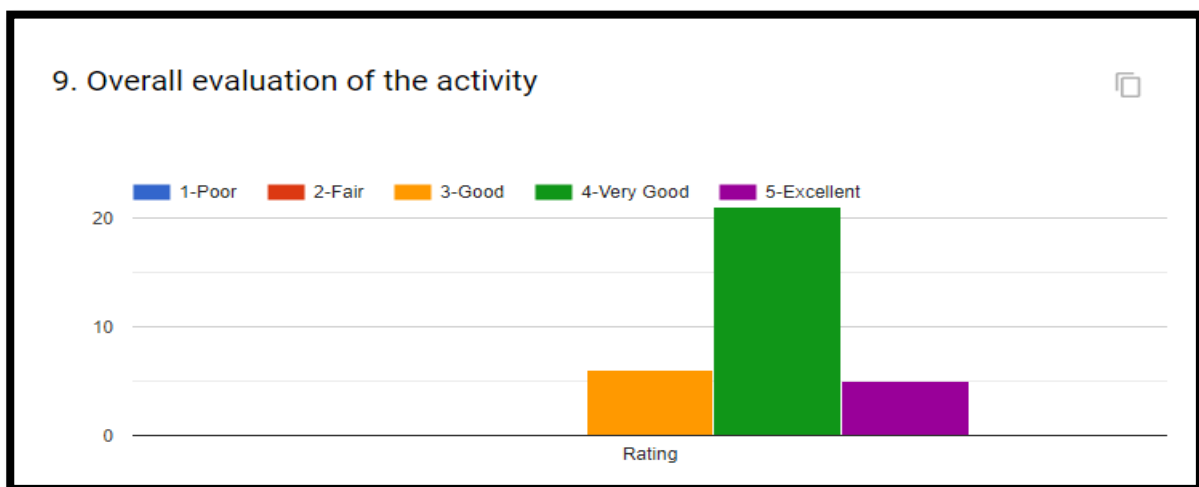

17 out of the 28 participants gave a rating of very good in terms of the meals prepared. Five participants gave a rating of excellent.

8.B Accomodation

16 out of the 28 participants gave a rating of very good in terms of the accommodation. 15 participants gave a rating of excellent.

9. Overall evaluation of the activity

21 out of the 28 participants gave a rating of very good as their overall evaluation of the activity. Five participants gave a rating of excellent.

Facilitators and Resource Persons

Participants will rate from 1-5, having 5 as the highest:

1- Poor
2- Fair
3- Good
4- Very Good
5- Excellent

The facilitators were evaluated based on the clarity of questions/facilitations, Management of discussion and Community Skills. On the other hand, the resource

persons were evaluated based on Mastery of subject matter, Delivery and presentation, Appropriateness of visual aids/handouts and Clarity of discussion.

Most of the participants gave the facilitators and resource persons with a rating of very good among the indicators.

What are the facilitating factors in the conduct of this activity?

- Trafficking of concerns
- the consideration of the recommendations from participants
- Approachable staff from central office, flexible team
- Cooperation and openness of the participants, nice venue and excellent food/accommodation
- The venue away from city distraction
- Open communication, flexible working hours
- Open communication
- Knowledgeable and understanding facilitators
- Facilitation/Reception of FO concerns in the discussion
- Open communication/ active participation
- Good Resource Persons'
- Presence and participation of the FO, PDPB staff and Execom members.
- Time for discussion of issues and concerns, quick response from the PDPB
- Discussion of the issues and concerns in the plenary, is one of the factors that was somehow resolved the raised issues and concerns.
- A good venue to hold this activity; Secretariat and host region were facilitative
- The Secretariat were able to adjust the programme based on the recommendation of the participants
- Venue for adjustment of discussion based on needs
- Open & no-holds barred discussion & resolution of issues & concerns
- The provision of TA during the Planning Conference.
- Good negotiations between organizers and participants on content of the conference to be more meaningfully engaging and productive and results oriented
- Accommodating secretariat and Facilitative training team
- Relaxing/comfortable venue and environment
- Presence of ABD during the whole duration of the conference to agree on some issues raised -

What are the hindering factors in the conduct of this activity?

- Internet connection is not really that good
- There are inter-personal relationships within the POs and PDPB staff that need to strengthen. PDPB staff was somehow are not accommodating with the comments

especially those issues concerning the preparations of HPMES Reports particular the OO5.
- Distance of the venue and time constraints from our origin requiring day before travel and connecting flights including the changing of dates that have compelled us to make rebooking of flights that incurred additional costs
- Changes of program on the day of the activity
- Arrangement of topics.
- non-consultation process

What are your suggestions to improve the conduct of similar activities in the future?

- To involve FOs in drafting the program and flow of discussions
- allow FOs to suggest agenda for planning conference
- Further consultation and improve communication with FO. Consider that FO's were funneled by different units and sections from central office
- Sustain the openness of FO and CO. The PDPB should also share and present their good practices and innovations during this kind of activity.
- Programs or topics to be discussed may be consulted with the FO PO to meet desired outcome of the activity
- Consolidated issues and concerns from previous PO conferences should be given to FOs
- Conduct TNA
- Venue should be accessible to commercial centers
- Provide final advisory and consultation with FOs on the flow/schedule of the activity
- Final schedule of activities prior to conduct of activity
- Ensure well designed program of activities
- Allot longer time on the issues and concerns.
- Always stick to the schedule of activities
- Provide learning session to POs
- Consider having ecumenical prayer because we have Muslim brothers sisters; also take note of their dietary requirements
- Include discussion of a draft policy guidelines of the dept.
- New learnings for us
- There should be a Training Needs Assessment as basis for any Capability Building activity.
- PDPB staff must have a prior coordination of the PDPS staff before the conduct of this activity. The agreements in the CY 2018 Planning Conference must be fully presented with the concrete resolutions. For the 2019, the PDPB staff must work closely with the Field Office PDPS staff along the deliverables. You can reached us through phone and email. Thank you.
- Improve internet connection
- May include brief capability building topics in the programme.

- Needs assessment should be provided to FOs to determine the discussion of the conference
- food arrangements
- Despite the distance, increase budget for travel to give leeway for the unexpected costs
- Sustain what you have accomplished
- Avoid changing the program on the day of the activity. Also, best practices could be presented as a gallery walk and the participants could chose 1-3 who could present so as to provide more time on other topics/discussions.
- Conferences should not be held in resort.
- Conduct TNA to all Planning Officers and staff, design a module for the needed interventions and integrate it during PO Conference. - Provide leadership and managerial interventions to PO 3 and 4 - Conduct capacity building activities also to PO 1 and PO 2 - Manage time accordingly and discuss critical topics - Provide synthesis at the end of the conference
- Conduct TNA to POs and include one of the identified technical needs of POs to the conference as one of the topics